

**POSITION** MAINTENANCE -CARPENTER  
**APPLY BY** MAY 23, 2019  
**HIRE DATE** JUNE 10, 2019

**DIVISION** Facilities  
**REPORTS TO** Director of Facilities, Safety & Security  
**CLASSIFICATION** Non-Exempt, A13  
**POSTING DATE** May 9, 2019

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## **SUMMARY**

The Carpenter performs a wide variety of carpentry related tasks associated with the maintenance of the Southwest Tech campus. The position is first shift, 7:00 A.M. to 3:30 P.M. and must be available for emergencies and after hours snow removal. The Carpenter position assists other trades positions with project work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Maintain buildings and grounds on all Southwest Tech facilities
- Repair, refinish, paint, build, wood framework, doors, windows, paneling, furniture, signage, plaster surfaces, etc
- Assist with snow removal
- Move and assemble furniture
- Assist other trades employees on project work
- Install and maintain a variety of flooring and ceiling materials
- Perform minor roof repairs
- Assists staff, students, and outside groups as requested for directions and /or safety or security concerns
- Performs other related duties

## **TRAINING AND EXPERIENCE**

- Associates Degree in related area and 3 years of carpentry experience OR a minimum 8 years work carpentry experience
- Valid Driver License required

## **KNOWLEDGE AND SKILLS**

- Ability to work effectively in a team-based, quality environment
- Must be service minded, adaptable and self-motivate
- Basic carpentry techniques
- Knowledge of State of Wisconsin building codes
- Knowledge of the use of a variety of power and hand tools
- Ability to read, comprehend, and translate blueprints
- Safe work procedures
- Operation of snow removal equipment and vehicles
- Basic understanding of MSDS sheets
- General computer skills
- Comfortable with working independently or on a team
- Using custodial equipment such as vacuums and buffers
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information

## PHYSICAL REQUIREMENTS

Position requires stooping, reaching, standing, walking, pushing and pulling and lifting up to 75 pounds unassisted and carry for distance of 50 feet frequently.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc).

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).

**WAGE BAND:** A13 - Hourly Range: \$16.77 - \$20.12

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.